

## PLANNED UNIT DEVELOPMENT - SUBMISSION OF PRELIMINARY MASTER PLAN

*This form is used for submission of a preliminary master plan under Section 16 of the Somerville Zoning Ordinance*

### GENERAL INSTRUCTIONS

Please read through all of the instructions carefully and be sure to complete all parts of the application fully.

- 1) A **preliminary meeting with the Planning Staff is strongly recommended** before submitting your application. This meeting is helpful because the Planning Staff can explain the information requirements applicable to your project review. Under the Rules and Regulations of the Permit Granting Authorities, the Director of Planning has the authority to waive and/or require information pursuant to §5.2.3 of the Somerville Zoning Ordinance. It is a good idea to determine information requirements and obtain any waivers **before** submitting your application to the Planning Department where it will be officially filed with the City Clerk.
- 2) This form must be submitted in addition to the SPGA Application Form for all applications for approval of a Preliminary Master Plan for a Planned Unit Development under §16.8 of the Somerville Zoning Ordinance (SZO).
- 3) After you complete this form and put together your application, go to the Planning Department and have your application checked for completeness.
- 4) The Planning Staff will determine your fee and initial the form. Please pay your FILING FEE in cash, or by check or money order payable to the "City of Somerville."
- 5) File your complete application at the Planning Department on the third floor of City Hall. The Planning Staff will affix a date stamp to the copies of your application to verify its official filing. You may wish to bring an extra copy of the completed form for the Planning Staff to stamp for your own records. State and City laws require that a public hearing be held on your application within a given time period starting from the official filing with the City Clerk (the specific time depends on the type of application).
- 6) **MINIMUM SUBMISSION ITEMS:**
  - a. **Six (6) copies** of this form and the SPGA Application Form, fully completed;
  - b. **Six (6) copies** of the Division of Inspectional Services denial letter listing violations of the Somerville Zoning Ordinance or requirements for special permits relative to your proposal;
  - c. **Six (6) copies** of all items on the plan checklist attached to this form.
  - d. **Six (6) copies** of any attachments related to your responses to the "Project Description" part of this form;
- 7) **PROJECT DESCRIPTION:** Complete the information requested on the following page. Do not leave any of items #1-4 under "Project Description" unanswered. If an item does not apply to your project, please write, "does not apply" as your response.
- 8) **PLAN CHECKLIST:** Complete the checklist attached to this form. In the column marked "Applicant", indicate whether you are including the required information or seeking a waiver. See the checklist for information regarding requests for waivers.

**\*\*\* YOUR APPLICATION MUST INCLUDE THE ABOVE MINIMUM ITEMS TO BE CONSIDERED. \*\*\***

Please do not hesitate to contact either the Planning Department or the Division of Inspectional Services prior to submitting your application. These Departments can explain procedures and provide assistance in completing this form.

Planning Department  
City Hall, 3<sup>rd</sup> Floor  
93 Highland Avenue  
625-6600, ext. 2500

Zoning Board of Appeals  
City Hall, 3<sup>rd</sup> Floor  
93 Highland Avenue  
625-6600, ext. 4050

Division of Inspectional Services  
Dep't of Public Works, 1<sup>st</sup> Floor  
One Franey Road  
625-6600, ext. 5600

Office of the City Clerk  
City Hall, 1<sup>st</sup> Floor  
93 Highland Avenue  
625-6600, ext. 4100

**PROJECT ADDRESS:** \_\_\_\_\_

**PROJECT DESCRIPTION:** If necessary, use additional sheets to respond to the items below. Please reference appropriate plan or drawings in your application. Do not leave any items unanswered. If an item does not apply to your project, write, “does not apply” as your response.

- 1) Please be sure you have fully explained the nature of your proposed project under the “PROPOSAL” section of **Part A** of the SPGA Application Form. Use this space to explain your project, development, business, etc. in more detail.
- 2) Give a general summary of existing and proposed easements or other burdens now existing or to be placed on the property.
- 3) Identify any historic sites or structures on the project site, or on neighboring properties, and explain any measures to protect historic features.
- 4) Explain any measure taken to preserve and protect natural resources. If there is any wetland, pond, or surface water body on the subject property, as defined under the Wetlands Protection Act, MGL Chapter 131, Sec. 40, explain the project’s wetland permitting status and plans for protection of these features.

## CHECKLIST OF INFORMATION FOR PUD PRELIMINARY MASTER PLAN

**REQUEST FOR WAIVER OF CERTAIN SUBMISSION REQUIREMENTS:** If you believe certain required information on the checklist below is not applicable to your development proposal, you may submit a **written request** for waiver of the applicable items. In accordance with the Rules and Regulations of the Permit Granting Authorities, you **must** submit this written request with your official filing, or preferably, addressed to the Planning Director **prior** to the official filing. Contact the Planning Department for more information.

*Please submit six (6) copies of each of the following items, properly certified by the appropriate Massachusetts-registered professional*

	Applicant		Planning Department		
	Included w/ Appl.	Waiver requested	<i>Waiver:</i>		
			OK	Complete	Date
A. NEIGHBORHOOD CONTEXT MAP providing a description of the neighborhood in which the tract lies, as well as a statement and/or plan as to the general impact of the PUD upon the area.					
B. CONCEPTUAL SITE PLAN (information may appear on separate drawings) showing:					
1. Approximate boundary lines (with areas and dimensions) of existing and proposed lots within and immediately adjacent to the PUD;					
2. Analysis of the natural features of the site, including existing an/or adjacent waterways, wetlands, floodplains, the general topography of the land (indicating slopes over 10%), and oil conditions;					
3. Existing/proposed buildings and other significant structures, building groupings, parking areas, and other significant physical features of the site;					
4. Major circulation patterns surrounding and serving the site, the existing and proposed lines of streets (including street width), ways, easements and any public areas within or next to the PUD;					
5. Major landscaping elements, features, and open space;					
6. Generalized drainage plan for the site, indicating drainage ways, flows, points of outfall, and indicating impacts of development on affected drainage basins, with contour information at not less than 2' contour intervals.					
7. PUD boundaries, north arrow, date, scale, legend, the title "Preliminary Master Plan: Planned Unit Development" followed by the formal project name, and the name(s) of the applicant(s), engineer(s), designer(s) and/or agent(s).					
C. ANALYSIS OF COMPLIANCE with regulations as to dwelling units per square feet of height, building coverage, floor area ratio (FAR) and parking requirements.					
D. NEIGHBORS: Attach on a separate sheet(s) the names and addresses of all property owners within 500 feet of the PUD boundaries (only 2 copies necessary).					
E. EXPLANATION OF LANDSCAPING AND MAINTENANCE provisions for all open space and drainage areas.					
F. TRAFFIC IMPACT ANALYSIS prepared by a professional traffic engineer.					
G. PUBLIC UTILITIES CONNECTION PLAN including locations and adequacy of existing and proposed on-site public utilities and conditions (water, sewerage, & drainage), showing size and direction of flows.					

**NOTE:** The above checklist is a summary of the information found in §16.8.2 of the SZO, **PUD Preliminary Master Plan Contents**. Please refer to all applicable sections of the SZO for complete information about submission requirements.